



Steven L. Kellam, Jailer

212 Barnes Rd.

Williamstown, KY 41097

(859) 824-5191

(859) 824-1285

CONFIDENTIALITY – CRIMINAL OFFENSE ACKNOWLEDGEMENT

I, _____, an employee with the Grant County Detention Center, understand that the office with which I am employed is a law enforcement agency. I understand that my conduct both inside and outside the office reflects upon the office itself. I further understand that due to the nature of my employment, it would reflect negatively upon my office if I were to be charged and convicted of a criminal offense. If I am charged with a criminal offense, I may be suspended without pay, until the resolution of the offense.

I further understand and agree that if I am charged and convicted of a criminal offense, from this date forward, my job will be terminated immediately. I understand this written warning is the only warning I will receive concerning termination, upon conviction.

I further understand that nothing in this Acknowledgement implies any employment contract on the Jailer's part and mine. I further understand I am an at-will employee, and I can be discharged at any time for no reason whatsoever at the discretion of the Jailer.

For the purpose of this agreement, a "criminal offense" is one that has the possibility of carrying jail time. Types of criminal offenses include but are not limited to: DUI offenses, misdemeanor and felony offenses.

Further, as part of my duties, I will be provided with information that is confidential. As such, I understand that everything in the Grant County Detention Center Jailer's Office is confidential. I understand that I am not allowed to discuss any case pending, or other matter that occurs within the office, outside the office. I further understand that if I am found to have violated the confidences of the office, I will be terminated forthwith.

Applicant Signature

Date

Witness

I UNDERSTAND THAT IF EMPLOYED I AGREE TO BE LIABLE FOR ANY COSTS OF ATTORNEY’S FEES REASONABLY INCURRED FOR THE REIMBURSEMENT OF TRAINING EXPENSES IF VOLUNTARILY EMPLOYED FOR LESS THAN ONE (1) YEAR. THE COSTS OF 120 HOURS OF TRAINING IS \$1,284.00. I ALSO AGREE TO BE LIABLE FOR THE COSTS OF ANY UNIFORMS OR EQUIPMENT NOT RETURNED. UNIFORMS ARE \$61.55 PER SET.

NAME

DATE

WITNESS

DATE

**GRANT COUNTY DETENTION CENTER
APPLICATION FOR THE POSITION OF
DEPUTY JAILER**

**PRIOR TO SUBMITTING THIS APPLICATION FORM, APPLICANTS SHOULD CAREFULLY
READ THE ATTACHED INFORMATION**

NAME _____
Last First Middle Initial Social Security Number

ADDRESS _____
Street Apt # Home phone Work phone

City State Zip Other: mobile, etc.

ARE YOU 21 YEARS OR OLDER? YES NO

DATE AVAILABLE FOR WORK: _____

EDUCATION HISTORY

High School: _____ Address: _____
Years attended: _____ Graduated: ___Yes ___No Degree: _____

College: _____ Address: _____
Years attended: _____ Graduated: ___Yes ___No Degree: _____

Trade or Vocational: _____ Address: _____
Years attended: _____ Graduated: ___Yes ___No Degree: _____

SPECIAL SKILLS, COMPUTER TRAINING, ETC.

EMPLOYMENT HISTORY: Please provide information regarding your last three employers

Employer and Address

Employed from _____ to _____ Phone# _____

Salary: _____ Position Held: _____

Reason for leaving: _____

Promotions received: _____

Supervisor's Name: _____

Employer and Address

Employed from _____ to _____ Phone# _____
Salary: _____ Position Held: _____
Reason for leaving: _____
Promotions received: _____
Supervisor's Name: _____

Employer and Address

Employed from _____ to _____ Phone# _____
Salary: _____ Position Held: _____
Reason for leaving: _____
Promotions received: _____
Supervisor's Name: _____

MILITARY SERVICE AND RANK: _____

ARE YOU CURRENTLY EMPLOYED? YES NO MAY WE CONTACT YOUR EMPLOYER? YES NO

Have you ever been convicted of a felony _____ or misdemeanor _____ charge (not including traffic charges) with the exception of DUI charges?

QUALIFICATIONS:

- Must be a U.S. Citizen
- Must be at least 21 years of age
- High School Diploma or equivalent (GED)
- Valid Kentucky Driver's License
- No serious criminal record
 - No Felony convictions
 - No Domestic violence convictions
- Must successfully pass the physical agility test
- Vision: 20/20 corrected and normal hearing range
- Must successfully pass a criminal background investigation

REQUIREMENTS:

- An at-will employee
- Submit to drug test
- Required to work weekends
- Required to work all shifts
- Basic computer skills
- 180 day probationary period
- Moderate physical effort is required to walk, run, stoop, kneel, lifting, pushing, bending at the waist, and be able to defend oneself.

- Will be required to reimburse training expenses of \$1284.00 if employed for less than one year unless an agreement is reached with the Jailer.

JOB DESCRIPTION:

- Provide security of inmates
- Oversee the Constitutional care of the jail inmates at the facility
- Prepare jail reports and records regarding daily operations
- Check to ensure policies and procedures and practices of The Grant County Detention Center are being followed
- Oversee that jail equipment is working properly
- Provide security for inmate transports
- Performs related duties as required

EMPLOYEE BENEFITS

- Uniforms furnished
- County Employee Retirement System
- Life Insurance: \$10,000 policy premiums paid by the County
- Earn (1) sick and (1) vacation day each month
- Promotional system
- County contribution for health insurance
- Other benefits such as Dental, Deferred compensation, Flexible Spending, Short-term disability, Accident, etc.

YOU WILL BE REQUIRED TO PROVIDE DOCUMENTATION FROM A LICENSED PHYSICIAN YOU ARE PHYSICALLY FIT TO PARTICIPATE IN THE PHYSICAL AGILITY TEST PRIOR TO PARTICIPATING. YOU WILL ALSO BE REQUIRED TO PROVIDE PROOF OF U.S. CITIZENSHIP, VALID DRIVER'S LICENSE AND DIPLOMA PRIOR TO THE INTERVIEW PROCESS.

REFERENCES (give the names of three persons not related to you whom you have known for at least one year).

1.

Name	Address	Phone
2.

Name	Address	Phone
3.

Name	Address	Phone

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

If employed I further agree to be liable for any costs of attorney's fees reasonably incurred for the reimbursement of training expenses if employed for less than one year.

DATE _____

DO NOT WRITE BELOW THIS LINE

2ND INTERVIEW SCHEDULED: _____, 2009 **TIME: _____ HOURS**

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MISSION STATEMENT OF THE GRANT COUNTY DETENTION CENTER

The purpose of the Grant County Detention Center is to provide, in an effective manner, the highest degree of security for the citizens of Grant County, and safety for both inmates and staff. The philosophy of the facility is based on the three underlying assumptions:

- Incarceration is, in and of itself punishment.
- All inmates shall be held accountable for their actions.
- Inmates shall leave the facility no worse physically, emotionally or psychologically than when they entered.

A positive atmosphere shall be created for both inmates and staff by providing:

- A safe and secure environment.
- Trained correctional personnel.
- A variety of programs that provide inmates an opportunity to prepare themselves for return to the community.
- Positive incentives for inmates through classification system based on behavior.

The staff and management of the Grant County Detention Center are committed to the preservation of the basic human rights and dignity of the inmate population as prescribed by the Constitution of the United States and the Laws of the Commonwealth of Kentucky.

Steven L. Kellam, Jailer
Grant County Detention Center

AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK

I, _____, am seeking employment with the Grant County Detention Center and do authorize _____ KSP _____ to perform a criminal background check. I understand that a criminal background check is performed on anyone seeking employment with the Grant County Detention Center. I am aware that I am responsible for obtaining and submitting the results of the background check to the Administrative office of the Grant County Detention Center prior to employment and I also understand the following information is required to perform an accurate background check. By signing this form, I further agree and authorize the Grant County Detention Center to retrieve any information from previous employers that may be pertinent to my employment with the Grant County Detention Center.

(First, middle, last name)

_____ - _____ - _____ Social Security Number

_____/_____/_____ Date of Birth
Month Day Year

Race: _____ Gender: _____

Applicant Signature

Date

Background check completed by: _____

Date completed: _____

Criminal History (if any):

Physical Ability and Fitness Assessment

APPLICANT MUST PROVIDE A MEDICAL RELEASE FROM HIS/HER PERSONAL PHYSICIAN STATING APPLICANT IS PHYSICALLY ABLE TO PARTICIPATE IN THE PHYSICAL AGILITY TEST. The physical agility examination is utilized for selecting and hiring deputies for the Grant County Detention Center.

**Test: One Repetition Maximum Bench Press
body weight**

Passing Standard: 50% of

The candidate will push the weight from the chest. Spotters will lower the weight. The lift begins from the down position, not the up position.

Test: One Minute Sit-Up

Passing Standard: 10 Sit-ups

The candidate will lie on the back, knees bent with heels flat on the floor (a partner will hold the feet down). Hands will be behind the head, not interlaced (crossed over the chest). The Sit-up is complete when the candidate touches the elbows to the knees and then returns to a full lying position. During the sit-up, the buttocks will remain on the ground and the shoulder blades will touch the ground prior to the next sit-up. Scoring will be totaled as the number of sit-ups completed within one minute.

Test: 100 Meter Run

Passing Standard: 65 seconds

The candidate will warm up prior to the run. At the designated command, the candidate will cover the distance as quickly as possible. Scoring will be time needed to run the course.

Test: Maximum Push-Up

Passing Standard: 10 pushups

The candidate begins in the lean and rest position with hands shoulder-width apart and feet no more than three inches apart. The candidate lowers self until arms are a 90-degree angle, keeping the back straight throughout the motion. Scoring is totaled as the number of correct pushups completed in one minute.

Test: 1 mile run/walk

Passing Standard: 15 minutes

The candidate will warm up prior to the run/walk. At the designated command, the candidate will cover the distance as quickly as possible. Scoring will be the time needed to run/walk the course.

**Test: Push/Pull Agility
lbs 20 feet**

Passing Standard: Drag 100

The candidate will drag 100 lbs a distance of approximately twenty feet.

Please submit your application and medical release to Lieutenant Jacquelyn Bodenhamer at the above address. Any questions please call (859) 824-5191, ext. 11.